

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Pacific Sub-regional Office
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. The UNFPA PSRO Sixth Pacific Sub-Regional Programme (SRP 6) (2018-2022) is now in its final year of implementation through annual work plans with national government partners and regional/global partners. A key component to support the implementation of the SRP 6, is the "Transformative Agenda for Women, Adolescents and Youth in the Pacific: Towards Zero Unmet Need for Family Planning" program funded by the Government of Australia (DFAT) implemented in Fiji, Kiribati, Samoa, Solomon Islands, Tonga and Vanuatu (AUD \$30 million).</p> <p>The Transformative Agenda (TA) programme is in its last year of implementation and a second phase programme plan for the TA (2023-2026) has been requested by the donor, DFAT. This new phase of the TA programme will also sit within the UNFPA Pacific Multi-country Programme 7 (2023-2027) and is expected to contribute to the results.</p> <p>The second phase will continue to build on the successes of the current TA and focus on supply and demand challenges to ensure the program can demonstrate meaningful improvements in key SRHR metrics such as new users of CYP and reducing ABR.</p> <p>The TA 2.0 will need to be developed as a component of the Australian Government's flagship 'Pacific Women Lead' (PWL) initiative, and contributes effectively to PWL's Outcome 2 'improving the health of women and girls, including sexual and reproductive health'</p> <p>The present TA programme works with approximately 25 government and non-governmental partners both at national and regional level, focusing on three main outcomes:</p> <ol style="list-style-type: none"> 1. Increased and improved supply of integrated sexual and reproductive health (SRH) information and services, particularly for family planning 2. Increased demand for integrated SRH information and services, particularly for family planning 3. More conducive and supportive environment for people to access and benefit from quality SRH, especially contraceptive choice <p>UNFPA PSRO is seeking the services of an experienced consultant to work with UNFPA and partners to collaboratively design the second phase of the Transformative Agenda. This will include consultations with partners and relevant stakeholders and considering the findings of the programme's final evaluation, which will be underway concurrently. The final evaluation will identify the main results and changes brought on by the programme in the lives of women, girls and boys. This will inform UNFPA and the programme design on key impact areas and understanding of improvement needs for second phase of the TA.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of the International Programmes Coordinator, the consultant will develop a project document that covers six Pacific Island countries where UNFPA currently implements the TA programme (Fiji, Kiribati, Samoa, Solomon Islands, Tonga and Vanuatu) and subject to confirmation, may include FSM and RMI. The programme will continue to build on the achievement of the TA, while also considering new initiatives to support successful achievement of TA outcomes. The outcomes mentioned below will be reviewed and possibly revised in the design process.</p> <ol style="list-style-type: none"> 1. Increased and improved supply of integrated SRH information and services, particularly for FP 2. Increased demand for integrated SRH information and services, particularly for FP 3. More conducive and supportive environment for people to access and benefit from quality SRH, especially contraceptive choice <p>In addition, the consultant will ensure that the TA's second phase aligns with UNFPA's next multi-country programme plan for the Pacific (2023-2027) and continues to advance cross-cutting issues, such as human rights; gender equality; youth friendly, and disability inclusion; and working in the development-humanitarian nexus.</p> <p>The program design will need to comply with the requirements of DFAT's Aid Programming Guide for Partner Led Designs Aid Programming Guide Australian Government Department</p>

	<p>of Foreign Affairs and Trade (dfat.gov.au) and UNFPA's requirements</p> <p>Expected key dates:</p> <table border="1"> <tr> <td>Review background information provided by UNFPA and meet with UNFPA PSRO and country teams to discuss</td> <td>23 September 2022</td> <td>5 days</td> </tr> <tr> <td>Conduct consultations with Posts, Government, NGO and other stakeholders</td> <td>By 11 November 2022</td> <td>3 days x 8 countries=24</td> </tr> <tr> <td>Participate in Regional Planning meeting and Phase 2 consultation</td> <td>23-28 October 2022</td> <td>4 days</td> </tr> <tr> <td>First draft of programme document due</td> <td>16 December 2022</td> <td>10 days</td> </tr> <tr> <td>Second draft due which incorporates DFAT comments</td> <td>1 February 2023</td> <td>3 days</td> </tr> <tr> <td>Participate in workshops or calls with primary stakeholders in countries to receive feedback on draft</td> <td>February 2023</td> <td>15 days</td> </tr> <tr> <td>Incorporating comments/feedback from countries into final draft</td> <td>7 March 2023</td> <td>5 days</td> </tr> <tr> <td></td> <td></td> <td>66 days</td> </tr> </table>	Review background information provided by UNFPA and meet with UNFPA PSRO and country teams to discuss	23 September 2022	5 days	Conduct consultations with Posts, Government, NGO and other stakeholders	By 11 November 2022	3 days x 8 countries=24	Participate in Regional Planning meeting and Phase 2 consultation	23-28 October 2022	4 days	First draft of programme document due	16 December 2022	10 days	Second draft due which incorporates DFAT comments	1 February 2023	3 days	Participate in workshops or calls with primary stakeholders in countries to receive feedback on draft	February 2023	15 days	Incorporating comments/feedback from countries into final draft	7 March 2023	5 days			66 days
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Duration and working schedule:	The consultancy will be for 60 days, effective 23 September to 30 March, 2023.																								
Place where services are to be delivered:	The consultant will work remotely and travel to Fiji twice for missions. UNFPA will cover the travel costs.																								
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The following are the main deliverables and dates, which will all be delivered in electronic format:</p> <table border="1"> <tr> <td>Review background information provided by UNFPA and meet with UNFPA PSRO and country teams to discuss</td> <td>23 September 2022</td> <td>5 days</td> </tr> <tr> <td>Conduct consultations with Posts, Government, NGO and other stakeholders</td> <td>By 11 November 2022</td> <td>3 days x 6 countries=24</td> </tr> <tr> <td>Participate in Regional Planning meeting and Phase 2 consultation</td> <td>23-28 October 2022</td> <td>4 days</td> </tr> <tr> <td>First draft of programme document due</td> <td>16 December 2022</td> <td>10 days</td> </tr> <tr> <td>Second draft due which incorporates DFAT comments</td> <td>1 February 2023</td> <td>3 days</td> </tr> <tr> <td>Participate in workshops or calls with primary stakeholders in countries to receive feedback on draft</td> <td>February 2023</td> <td>15 days</td> </tr> <tr> <td>Incorporating comments/feedback from countries into final draft</td> <td>7 March 2023</td> <td>5 days</td> </tr> <tr> <td></td> <td></td> <td>66 days</td> </tr> </table> <p>These deliverables will be certified by the International Programme Coordinator.</p>	Review background information provided by UNFPA and meet with UNFPA PSRO and country teams to discuss	23 September 2022	5 days	Conduct consultations with Posts, Government, NGO and other stakeholders	By 11 November 2022	3 days x 6 countries=24	Participate in Regional Planning meeting and Phase 2 consultation	23-28 October 2022	4 days	First draft of programme document due	16 December 2022	10 days	Second draft due which incorporates DFAT comments	1 February 2023	3 days	Participate in workshops or calls with primary stakeholders in countries to receive feedback on draft	February 2023	15 days	Incorporating comments/feedback from countries into final draft	7 March 2023	5 days			66 days
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will have meetings twice a week with the International Programme Coordinator or TA team or as required throughout the duration of the design phase. The Monitoring and Evaluation Specialist will provide support/guidance, and monitor and document progress.</p> <p>The consultant will be required to meet the deliverables as specified.</p>																								
Supervisory arrangements:	Supervised directly by International Programme Coordinator, in coordination with the TA team																								
Expected travel:	Based in Fiji with some travel to TA countries if required. UNFPA will cover travel costs for the consultant.																								
Required expertise, qualifications and competencies, including language requirements:	<p>The competencies, skills and experience of the evaluation consultant should include:</p> <ul style="list-style-type: none"> • Master's degree in public health, social sciences, demography or population studies, statistics, development studies or a related field. • 10 years of experience in programme design and / or implementation in the field of international development, • Extensive experience developing multi-year and multi-country programmes with the 																								

	<p>United Nations organizations and/or other international organizations.</p> <ul style="list-style-type: none"> • Demonstrated expertise in sexual and reproductive health, preferably in the Pacific. • Experience designing theory of change • Ability to consistently integrate human rights and gender perspectives, and youth and disability inclusion in all phases of the evaluation process. • Excellent management and leadership skills • Excellent interpersonal and communication skills (written and spoken). • Work experience in/good knowledge of the region and the national development context of Pacific Island countries and territories. • Fluent in written and spoken English.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant is required to use her/his own computer equipment, printer, internet, etc as necessary to carry out the duties.</p> <p>The support services provided by UNFPA to the consultant will include:</p> <ul style="list-style-type: none"> • Providing all relevant documentation • Assistance organising meetings, interviews and other processes to share and/or collect information and data • Assistance booking flights
<p>Other relevant information or special conditions, if any:</p>	<p>Any travel will depend on travel restrictions due to Covid-19 and visa requirements</p>
<p>Signature of Requesting Officer in Hiring Office: Kathy Taylor, International Programme Coordinator Date: August 22, 2022</p> <p>Approved by: Iori Kato, Director, UNFPA PSRO Date: August 22, 2022</p> <div style="text-align: right; margin-right: 100px;">  </div> <div style="text-align: center; margin-top: 20px;"> <p>DocuSigned by:</p>  <p>C93FD6ECCC6E4B9...</p> </div>	